



MD. NAFIS MUSFIQ SIAM

ASPIRING REMOTE PROFESSIONAL

Virtual Assistant

Data Entry Specialist

Administrative Support

Location: Dhaka, Bangladesh

Email: nafismusfiqsiam12@gmail.com

Phone: +880 1988-183564

LinkedIn: [linkedin.com/in/nafis-musfiq-siam](https://www.linkedin.com/in/nafis-musfiq-siam)

GitHub: [nafismusfiqsiam12.github.io](https://github.com/nafismusfiqsiam12)

About Me

Professional Summary

Motivated and detail-oriented Bachelor of Pharmacy student at North South University with advanced proficiency in Microsoft Excel, Microsoft Word, Google Docs, Google Sheets, and professional email communication. Possesses strong organizational skills, excellent attention to detail, and a passion for fast-learning remote workflows. Seeking an entry-level position as a Virtual Assistant, Administrative Assistant, Data Entry Specialist, or Customer Support Representative for international organizations.

Career Objective

To build a successful, sustainable international remote career by continuously refining technical, administrative, and data management skills. Dedicated to providing reliable, top-tier remote support to executive teams, maintaining data integrity, and optimizing daily business operations with utmost professionalism and efficiency.



Education & Academic Background

Bachelor of Pharmacy (B.Pharm)

North South University (NSU) | Admission Year: 2024

Currently pursuing undergraduate studies with a strong focus on scientific rigor, data analysis, and technical research skills in Dhaka, Bangladesh.

Higher Secondary Certificate (HSC)

Chuadanga Government College | GPA: 5.00 / 5.00

Science Group (Jessore Board). Developed robust analytical thinking, mathematical proficiency, and academic excellence.

Secondary School Certificate (SSC)

Victoria Jubilee Govt High School | GPA: 5.00 / 5.00

Science Group. Early academic distinction demonstrating discipline, scientific acumen, and computer literacy.

Technical & Soft Skills

Technical Skills

 Microsoft Excel (Advanced)
 Microsoft Word (Advanced)
 Google Sheets (Advanced)
 Google Docs (Advanced)
 Microsoft PowerPoint
 ChatGPT & AI Automation Tools
 Internet Research & Mining
 Data Entry & Verification
 Reporting & Documentation
 Email & Slack Communication

Soft Skills

 High Attention to Detail
 Excellent English Communication
 Time Management & Punctuality
 Problem Solving & Critical Thinking
 Fast Learner & Adaptable
 Collaborative Team Player
 High Integrity & Confidentiality
 Work Ethic & Accountability

Core Services Offered



Data Entry & Management

Accurate data collection, cleaning, organization, and database management using Microsoft Excel and Google Sheets with zero error tolerance.



Email & Calendar Management

Sorting inbox clutter, drafting professional correspondence, scheduling client meetings, and sending timely follow-ups.



Executive Admin Support

File organization, document formatting, proofreading, travel research, and administrative tasks for business owners.



Excel & Sheets Reporting

Creating customized dashboards, automated trackers, financial summaries, and data visualizations using formulas and functions.

Additional Specialized Capabilities

- **Customer Support:** Professional email handling, responding to client queries, and managing ticket support.
- **Internet Research:** Deep web searching, lead generation research, market analysis, and vendor comparison.
- **Google Workspace Mastery:** Complete synchronization of Drive, Docs, Sheets, Forms, and Slides for seamless team collaboration.

Practical Portfolio Projects

1. Corporate Expense Tracker & Analytics Dashboard

Designed an automated Excel workbook featuring a dynamic KPI dashboard (Total Allocation, Expenditures, Balance) paired with structured transaction logs using SUM and SUMIF formulas.

Tools Used: Microsoft Excel, Advanced Formulas, Conditional Formatting

2. Enterprise Sales Performance Dashboard

Constructed a sales deal pipeline tracking system compatible with Google Sheets, incorporating deal stages, revenue pipeline metrics, and win-rate percentage calculations.

Tools Used: Google Sheets, Data Validation, Analytics

3. Inventory & Stock Management System

Built a real-time stock tracker monitoring SKU levels, automated re-order indicators, supplier details, and stock valuation summaries.

Tools Used: Microsoft Excel, OpenPyXL, Data Validation

4. Employee Records & HR Database

Created a secure administrative employee database tracking contact details, department allocations, attendance logs, and performance metric summaries.

Tools Used: Google Sheets, Database Architecture

5. Professional Invoice Generator & Attendance Tracker

Developed clean, automated client invoice templates and monthly staff attendance tracking spreadsheets for seamless business administration.

Tools Used: MS Word, Excel, PDF Automation

Tools & Software Stack



Microsoft Excel



Microsoft Word



Google Sheets



Google Docs



Gmail & Email



ChatGPT AI



Google Drive



PowerPoint

Proficiency Guarantee

All listed tools are actively utilized in daily workflows for data compilation, professional document creation, workflow automation, and remote team communication. Fast adaptability to new software tools (Slack, Trello, Asana, Notion) is guaranteed.

Why Hire Me & Contact

✓ Detail Oriented

Meticulous verification of numbers and records to ensure 100% accurate data entry and formatting.

✓ High Accuracy & Quality

Delivering polished, corporate-ready work that meets international client standards.

✓ Quick Learner

Rapidly mastering new software, client SOPs, and specialized tools with minimal supervision.

✓ Reliable Partner

Consistent availability, clear communication, and strict adherence to project deadlines.

Let's Work Together

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